

# STEWART J. IREL

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## SUMMARY

Senior administrative professional with experience leading projects through collaboration and lateral understanding of roles . . . Proven expertise in multi-tasking, computer savvy, strong written and oral communication skills and demonstrated leadership skills in the corporate environment . . . Diplomatic and tactful with people at various levels while promoting a “can-do” attitude, especially when encountering obstacles.

## PROFESSIONAL EXPERIENCE

**21<sup>st</sup> CENTURY INSURANCE GROUP**, Woodland Hills, California      **2002 – 2007**  
9<sup>th</sup> largest personal auto insurance stock company in U.S. insuring 1.2 million autos

### **Coordinator/Executive Assistant, Information Services Department**

- Supported the Senior Vice President of IT through the coordination of meetings, resources, and projects
- Controlled information on over 300 onsite and offsite contract employees and 200 employees in an Access database, distributing reports on spaceplanning and employee information to other departments throughout the company.
- Provided quick technical support and assistance with computer hardware and software including PowerPoint, Excel, Outlook, and various other programs
- Acted as the company’s central creative desk, creating graphics, signs, streamlining PowerPoint slides, and creating large animated presentations for company functions
- Organized meetings and employee appreciation events for groups of up to 200 people, both onsite and offsite
- Communicated policies, news, and improved morale through a department newsletter with a readership that was extended throughout the company

### **Key Achievements**

- ✓ Demonstrated leadership as the acting IT liaison to other departments, facilitating all requests and performing department-wide audits for Sarbanes-Oxley compliance and computer application security
- ✓ Planned and executed an offsite celebration for 300 employees from various departments and their families through the negotiation of contracts, tracking of ticket requests, creation of promotional materials, and the supervision of crews.
- ✓ Represented the application development department with a fully animated presentation for the department's first invitation to present at the annual offsite manager meeting
- ✓ Acted as the department’s United Way representative, creating the official company-wide slogan for the campaign and a flash animation for the intranet. The IT department now tops every other division in employee participation.

**PLAYHOUSE WEST**, North Hollywood, California      **1998 – 2007**  
Comprehensive program that covers Meisner technique and scene study, with opportunities in award-winning theater company to act, direct, write and produce.

### **Managing Director, Theater Company**

- Supervised all technical aspects of productions in three live theaters, raising the number of performances from four a month to as many as five a weekend
- Maintained website of school and theater company, updating schedule, play information, and graphics for each production
- Created graphics and props for theatrical productions and annual film festival

- Collected all reservations via phone and internet, compiling same into database designed to track all reservations and posting information for retrieval by each production from the website

**Key Achievements**

- ✓ Successfully started repertory company
- ✓ Created school's first website, <http://www.playhousewest.net>, bringing in more students to the school than word of mouth or advertising, thus contributing to a 30% growth in school attendance
- ✓ Created the ability to take reservations online; 90% of reservations for all plays now come through the website
- ✓ Introduced all three theaters to new technologies in sound by installing equipment and helping create sound effects for productions
- ✓ Successfully ran a one-act workshop for years, stimulating school involvement in the theater company
- ✓ Collaborated to revamp and nurture the growth of an annual film festival by establishing technical needs, evaluating films, managing the crew, and communicating to filmmakers around the value of participation
- ✓ Directed over 20 productions starring actors trained at the school

**21<sup>st</sup> CENTURY INSURANCE GROUP, Woodland Hills, California 1999 – 2001**

9<sup>th</sup> largest personal auto insurance stock company in U.S. insuring 1.2 million autos

**Staff Administrator, Information Services Department**

- Coordinated space planning for 600 employees and centralized data on up to 300 contract employees
- Led task force to produce positive and fun events for department including annual off-site meeting and various holiday parties
- Controlled calendar for IT audio/visual equipment and provided assistance with equipment and setup when necessary
- Assisted manager of 85-member development team
- Tracked software training for entire department to assist project managers to plan development of teams
- Coordinated college recruiting, representing company in friendly, energetic way as guide to candidates through the interview process

**Key Achievements**

- ✓ Designed and created Access database for tracking contract employees resulting in seamless application that provided vital information on weekly basis to all IT management and other departments throughout the company
- ✓ Developed Access databases for IS Department including Software Maintenance DB and Asset Management DB to facilitate audits and the creation of ad hoc reports
- ✓ Received Employee Recognition Award for outstanding achievements in planning of major department moves and improvements in communications with other departments
- ✓ Monitored space planning for 3 floors occupied by IS and established numbering system subsequently adopted by all departments planning and executing moves

**PREVIOUS PROFESSIONAL EXPERIENCE**

**Warner Bros Studios/Keane** – MIS-PMO Project Plan Coordinator

**Waldo, Incorporated** – Personal assistant for working actress

**Walt Disney Studios** – Video Game Tester

**EDUCATION**

**Los Angeles Valley College, Van Nuys, California**

Theater Major / English Minor

Directed and managed the publicity department in Theater Arts

President, Dramatic Society